



# APPLICATION INSTRUCTIONS COMMERCIAL USE AUTHORIZATION

OMB Control No. 1024-0268  
Exp. Date: 08/31/2016

**The following explanations correspond directly with the numbered items on the Application Form. Please read this entire document prior to completing the application. Include the nonrefundable application fee when submitting this application.**

1. Enter the service you are proposing to provide. These are the services which are currently approved in the park:  
[See attachment A]
2. Respond "No" or list other parks where you will be providing this service.
3. Enter the legal name of your business. If you have a secondary name under which you are doing business (d.b.a.), please enter that name also.
4. Give the name(s) of persons designated as Authorized Agents for your business. This may include the on-site general manager responsible for day to day operations.
5. Provide contact information for both the main season and the off-season. Over the term of your authorization, it may be necessary to contact you to obtain or share information. Your contact information may also be published in the NPS Commercial Services Directory.
6. Check the box that identifies your type of business.
7. If the state in which you operate or the state where your business is domiciled requires a state business license, provide the license number and year of expiration.
8. Provide your Employer Identification Number (EIN). The Debt Collection Improvement Act of 1996 requires us to collect an EIN or Social Security Number (SSN). The NPS will not collect SSNs, only EINs. The EIN is issued by the Internal Revenue Service. You may receive a free EIN at <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/How-to-Apply-for-an-EIN>. We will use the EIN that you provide as needed to collect debts.
9. Provide proof of General Liability Insurance naming the United States of America, National Park Service, as additionally insured in the amounts designated in the application.
10. NPS Management Policy prohibits employees of the NPS and their spouses and minor children from acquiring or retaining any authorization for conducting commercial services in a park area.
11. If your business or business owners or current employees or proposed employees have been convicted or are currently under charges for violation of State, Federal, or local law or regulation in the last 5 years, please give details (does not include minor traffic tickets).
12. Include payment of the Application/Administrative Fee (see Attachment B).
13. Please sign and date your application. If the person SIGNING this application is not an Authorized Agent for the business, proof of signing authority must accompany this application.

Attachment A: List of Approved Services

Attachment B: Fee Schedule and Payment

(Note: each park will attach park-specific approved services and fee schedule/payment information)

**Additional Information:**

The National Park Service has terms and conditions on all commercial service agreements. The following terms and conditions will apply to all Commercial Use Authorizations. There may be additional terms and conditions based on the services provided. These may include but are not limited to limits to locations, times, group size, and employee licenses and certifications.

**CONDITIONS OF THIS AUTHORIZATION**

1. The holder is prohibited from knowingly giving false information. To do so will be considered a breach of conditions and be grounds for revocation: [RE: 36 CFR 2.32(a)(3)].
2. The holder shall exercise this privilege subject to the supervision of the park area Superintendent. The holder shall comply with all applicable laws and regulations of the area and terms and conditions of the authorization. The holder must acquire all permits or licenses of State or local government, as applicable, necessary to provide the services described above, and, must operate in compliance with all applicable Federal, State, and local laws and regulations, including, without limitation, all applicable park area policies, procedures and regulations. The commercial services described above are to be provided to park area visitors at reasonable rates and under operating conditions satisfactory to the park area Superintendent.
3. This authorization is issued upon the express condition that the United States, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, injuries, or death to any person or persons or property of any kind whatsoever, whether to the person or property of the (holder), its agents or employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this authorization or occasioned by any occupancy or use of said premises or any activity carried on by the (holder) in connection herewith, and the (holder) hereby covenants and agrees to indemnify, defend, save and hold harmless the United States, its agents, and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.
4. Holder agrees to carry general liability insurance against claims occasioned by the action or omissions of the holder, its agents and employees in carrying out activities and operations under this authorization. The policy shall be at least \$1,000,000.00 and naming the United States of America, as additional insured. Holder agrees to have on file with the park copies of the above insurance with the proper endorsements.
5. Costs incurred by the park as a result of accepting and processing the application and managing and monitoring the authorization activity will be reimbursed by the holder. Administrative costs and estimated costs for activities onsite must be paid when the authorization is approved. If any additional costs are incurred by the park, the holder will be billed at the conclusion of the authorization.
6. Benefit – Neither Members of, nor Delegates to Congress, or Resident Commissioners shall be admitted to any share or part of this authorization or derive, either directly or indirectly, any pecuniary benefit to arise therefrom: Provided, however, that nothing herein contained shall be

construed to extend to any incorporated company, if the authorization be for the benefit of such corporation.

7. This authorization may not be transferred or assigned without the written consent of the park area Superintendent.
8. This authorization may be terminated upon breach of any of the conditions herein or at the discretion of the park area Superintendent.
9. The holder is not entitled to any preference to renewal of this authorization except to the extent otherwise expressly provided by law. This authorization is not exclusive and is not a concession contract.
10. The holder shall not construct any structures, fixtures or improvements in the park area. The holder shall not engage in any groundbreaking activities without the express, written approval of the park area Superintendent.
11. The holder is to provide the park area Superintendent upon request (and, in any event, immediately after expiration of this authorization) a statement of its gross receipts from its activities under this authorization and any other specific information related to the holder's operations that the park area Superintendent may request, including but not limited to, visitor use statistics and resource impact assessments.
12. The holder is to maintain an accounting system under which its accounts can be readily identified within its system of accounts classification. This accounting system must be capable of providing the information required by this authorization. The holder grants the United States of America and the Government Accountability Office access to its books and records at any time for the purpose of determining compliance with the terms and conditions of this authorization.
13. Executive Order 13658 – Establishing a Minimum Wage for Contractors, and its implementing regulations, including the applicable contract clause, are incorporated by reference into this contract as if fully set forth in this contract. The applicable contract clause is available at <https://federalregister.gov/a/2014-23533>.

## **APPENDIX**

### **SPECIAL PARK CONDITIONS**

#### **COMMERCIAL USE AUTHORIZATION**

**A. ADMINISTRATIVE FEE** – Annual application and administrative fee will be paid in advance, notwithstanding the length of the authorization. Any other costs to the government as a result of this authorization will be communicated by separate itemized Bill for Collection.

Payments will be made in the form of a check made out to: Department of the Interior – National Park Service and remitted to the Superintendent, Assateague Island National Seashore, 7206 National Seashore Lane, Berlin, Maryland 21811, Attention: Concessions Specialist. The

holder will supply a Tax Identification Number for administrative purposes in processing payments.

**B. REPORTS** – Holder will provide to the Superintendent a comprehensive Operating Plan for review and approval prior to beginning any operations within the Seashore. The Operating Plan will include detailed procedures covering at a minimum: employee training standards and certification; customer orientation and safety training; safety plan and defined launch conditions; emergency procedures, including fire, weather, accidents and reporting, and search and rescue; business policies, including hours of operation, directions to launch and landing areas, rates, reservations, billing, refund policy, visitor use statistics and reporting.

The holder will submit a Monthly Use Report in spreadsheet format (sample attached), including gross receipts, not later than 5 business days after the end of each month. The reports will be sorted and grouped by tour types (i.e., type of cruise, kayak, hunt) and include for each tour the location, time, rate charged, gross revenue, and # of adults and children (under 16 yr.) per trip, and any other varying rates charged other than those specified above.

The holder will submit an Annual Use Report in spreadsheet format (sample attached) for each tour type, not later than 30 days after the day and month of expiration of this authorization, or January 30, whichever comes first. These reports will include the date, location, # of visitors per trip, gross revenue and annual totals.

All accidents will be reported immediately. Accident Reports will be prepared completely and delivered to all appropriate authorities AND Assateague Island National Seashore without delay.

**C. BUSINESS TRANSACTIONS** - This authorization does not authorize the holder to advertise, solicit business, collect any fees, or sell any goods or services on lands or waters owned and controlled by the United States.

**D. RATES** - The holder will furnish the Superintendent a schedule of all prices and fees for services authorized by this authorization prior to beginning operations, and as often as updated thereafter.

**E. ADVERTISEMENTS** - The holder in all advertisements (websites, signs, circulars, brochures, letterheads and like materials), as well as orally, will not misrepresent in any way, either the services provided, the status of this authorization, or the area covered by it. The fact that the authorized area is located within the National Seashore will be made readily apparent in all of the holder's electronic and printed advertising regarding authorized use, but holder may not imply endorsement of their business by the United States or any of its offices.

The following statement will be included in all Holder advertisements, signs, circulars, brochures, and like materials: **“This business is one of a number of private businesses authorized within Assateague Island National Seashore to provide appropriate recreational services to Seashore visitors. Assateague Island National Seashore does not endorse this business over any other authorized providers. Please direct all inquiries and comments**

**related to the quality of these services within the Seashore to the Superintendent, Assateague Island National Seashore, 7206 National Seashore Lane, Berlin, MD 21811."**

Holder will provide the Superintendent a copy of printed brochures and circulars and web address(es) prior to commencement of this authorization and as often as updated thereafter. A copy of all commendations and complaints will be provided to the Superintendent within 2 business days of receipt.

**F. NON-EXCLUSIVE USE** - The holder acknowledges that this authorization grants non-exclusive use. Holder will ensure that the rights and privileges of other park visitors are recognized and in no way impinged.

**G. CLIENT COMPLIANCE** - The holder will ensure that all employees and clients abide by all federal, state and local laws and regulations, such as, but not limited to, possession of appropriate hunting and fishing licenses, while operating within Assateague Island National Seashore and Chincoteague National Wildlife Refuge.

**H. HEALTH, SAFETY, AND ENVIRONMENTAL PROTECTION** - The holder will promptly abate as completely as possible and in compliance with all applicable laws and regulations any activity-or condition arising out of or relating to the authorized use and occupancy that causes or threatens to cause a hazard to public health or the safety the holder's employees or agents or harm to the environment (including areas of vegetation or timber, fish, or other wildlife populations, their habitats, or any other natural resources). The holder will immediately notify the authorized officer of all serious accidents that occur in connection with such activities. The responsibility to protect the health and safety of all persons affected by the use and occupancy authorized by this permit is solely that of the holder. The National Park Service has no duty under the terms of this permit to inspect the permit area or operations and activities of the holder for hazardous conditions or compliance with health and safety standards.

**I. PROTECTION OF HABITAT OF ENDANGERED, THREATENED, AND SENSITIVE SPECIES** - Protective and mitigative measures specified by the Superintendent will be the sole responsibility of the holder. If protective measures prove inadequate, if other such areas are discovered, or if new species are listed as federally threatened or endangered or as sensitive, the Superintendent may specify additional protection, regardless of when such facts become known. Discovery of such areas by either party will be promptly reported to the other party.

**J. PARK WILDLIFE** - The Holder will inform all clients of and ensure strict compliance with park policies and regulations related to wildlife, particularly the feeding, petting, touching and approaching of all wildlife; avoidance of nesting birds; and entering posted and closed areas. All areas of the Seashore are closed to the viewing of wildlife with an artificial light.

**K. NONDISCRIMINATION** - The holder and its employees will not discriminate against any person on the basis of race, color, sex (in educational activities), national origin, age, or disability or by curtailing or refusing to furnish accommodations, facilities, services, or use privileges offered to the public generally. In addition, the holder and its employees will comply with the

provisions of Title VI of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and the Age Discrimination Act of 1975, as amended.

**L. SUPERINTENDENT'S DISCRETION** - The Superintendent, at their discretion may terminate, suspend or prohibit use at any time without advance notice for protection of Seashore visitors and/or resources.

**M. CHANGE OF ADDRESS** - Holder will notify Superintendent of any change in address, phone, or business status.

**N. ACKNOWLEDGMENT OF RISK** – The Holder may inform and warn visitors of risks associated with the activities and services provided; and may have them sign an approved Visitor's Acknowledgement of Risks form. Holder may not request or require visitors/clients to sign a waiver of liability or insurance disclaimer and/or indemnification. The Holder will submit to the Superintendent for approval its proposed Visitor's Acknowledgement of Risks form, if any, within 60 days prior to requested date of use and at least 30 days in advance of any proposed changes in the form. If no Visitor's Acknowledgement of Risks form will be used, the Holder will advise the Superintendent of this intention within 30 days of the effective date of this permit.

(additional conditions to be determined by type of use.)



# APPLICATION FORM COMMERCIAL USE AUTHORIZATION

OMB Control No: 1024-0268  
Exp. Date: 08/31/2016

DEPARTMENT OF THE INTERIOR  
National Park Service  
Assateague Island National Seashore  
Attention: Debbie Morlock  
7206 National Seashore Lane  
Berlin, MD 21811  
410-629-6046

**IMPORTANT:** Before completing this application, please refer to the Application Instructions to verify that the service you are proposing is an approved commercial service. If the service you wish to provide is **not** listed on the table of approved commercial visitor services, contact us at the number above. Please submit your application fee of \$App Fee. with this application.

Some parks have minimum requirements for businesses that offer services to visitors relating to the safety and welfare of the visitors and protection of the resources. These requirements may include documentation of first aid training, an emergency response plan, limits to group size, etc.

- (1) **Service for which you are applying**  
(See list of approved services in the attached instructions – Attachment A)

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- (2) **Will you be providing this service in more than one park?** Yes \_\_\_\_ No \_\_\_\_ If yes, list all.

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- (3) **Applicant** (Legal Business Name and DBA)

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- (4) **Authorized Agents** (Owner and any onsite person authorized to manage the operation)

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- (5) **Mailing Address:**

**PRIMARY CONTACT INFO** (Dates at this address \_\_\_\_\_)

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**ALTERNATE CONTACT INFO** (Dates at this address \_\_\_\_\_)

If same as "Primary Contact Info", check here ☐ and go to number (6).

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

(6) **What is your Business Type** (Please check one below):

☐ Sole Proprietor

☐ Partnership (Print the names of each partner. If there are more than two partners, please attach a complete list of their names.)

(Name \_\_\_\_\_)

(Name \_\_\_\_\_)

☐ Corporation: (State: \_\_\_\_\_ Entity Number \_\_\_\_\_)

☐ Limited Liability Corporation: (State: \_\_\_\_\_ Entity Number \_\_\_\_\_)

☐ Non-Profit (Please attach a copy of your IRS Ruling or Determination Letter)

☐ Other (Specify)

(7) **State Business License Number:** \_\_\_\_\_ Expiration Date: \_\_\_\_\_

(8) **Employer Identification Number (EIN)** \_\_\_\_\_

(9) **Insurance and Vehicles**

Provide proof of insurance. The CUA operator must maintain General Liability insurance naming the United States of America, National Park Service as an **additional insured**. Minimum coverage amount is \$300,000 per occurrence. Some activities will require increased coverage, see Park-Specific instructions. Auto Liability insurance is also required at a minimum coverage amounts described below.

Number of Passengers	Minimum per Occurrence Liability Limits
Single Purpose Activities (includes day and overnight hiking, photography and art classes, bicycling, and group camping.)	\$500,000
Up to 5 passengers	\$300,000
6 to 12 passengers	\$500,000
13 to 20 passengers	\$750,000
Over 21 passengers	\$1,500,000



Will your business operate vehicles (car, truck, van, bus, taxicab, boats, aircraft etc.) within NPS boundaries\_\_\_\_? ☐ Yes ☐ No ☐

If "yes," please give a description of each vehicle. Use additional paper if necessary. All vehicles are required to be registered and the operators are required to have the licenses to operate them commercially as required by law or regulation.

MAKE OF VEHICLE	MODEL	YEAR	MAX # PASSENGERS	OWN	LEASE

MAKE OF AIRCRAFT	MODEL	TAIL NUMBER	MAX # PASSENGERS	OWN	LEASE

MAKE OF WATERCRAFT	MODEL	LENGTH	MAX # PASSENGERS	OWN	LEASE

**(10) NPS Employment**

Are you, your spouse, or minor children employed with the National Park Service?

☐ Yes ☐ No ☐ If Yes, please complete below:

Employee: \_\_\_\_\_

Title \_\_\_\_\_

Park and Office where employed: \_\_\_\_\_

**(11) To your knowledge, have you, your company, or any current or proposed employees been convicted or fined for violations of State, Federal, or local law within the last 5 years? Are you, your company, or any current or proposed employees now under investigation for any violations of State, Federal, or local law or regulation? See instructions**

Yes ☐ No ☐ If "yes", please provide the following information. Attach additional pages if necessary.

Date of violation or incident under investigation: \_\_\_\_\_

Name of business or person(s) charged: \_\_\_\_\_

Please identify the law or regulation violated or under investigation:

\_\_\_\_\_

Please identify the State, municipality, or Federal agency that initiated the charges:

\_\_\_\_\_

Additional Detail (optional) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Results) Action Taken by Court \_\_\_\_\_

(12) **FEE:** Please include the Application/Administrative fee as outlined in the Park-Specific instructions.

(13) **Signature:** False, fictitious or fraudulent statements of representations made in this application may be grounds for denial or revocation of the Commercial Use Authorization and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001). All information provided will be considered in reviewing this application. Authorized Agents must attach proof of authorization to sign below.

*By my signature, I hereby attest that all my statements and answers on this form and any attachments are true, complete, and accurate to the best of my knowledge.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**PAPERWORK REDUCTION ACT STATEMENT:** In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), please note the following. This information collection is authorized by The Concession Management Improvement Act of 1998 (16 USC 5966). Your response is required to obtain or retain a benefit in the form of a Commercial Use Authorization. We will use the information you submit to evaluate your ability to offer the services requested and to notify the public what services you will offer. We estimate that it will take approximately 2.5 hours to prepare an application, including time to review instructions, gather and maintain data, and complete and review the proposal. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget control number. You may submit comments on any aspect of this information collection, including the accuracy of the estimated burden hours and suggestions to reduce this burden. Send your comments to: Information Collection Clearance Officer, National Park Service, 1849 C Street NW, Mail Stop 2601, Washington, D.C. 20240.